

## DRAFT

### **Budgeting, Appropriation Control and Revenue Estimation Statute Review Project Workplan 11/20/07**

1. What is the purpose of this project, what are we trying to accomplish?
  - a. Evaluate existing MT laws dealing with budgeting, appropriation control, and revenue estimation to determine if changes are needed
    - i. To delete or change archaic/obsolete language
    - ii. To resolve disparities between actual processes and statutory language
    - iii. To resolve conflicts with other statutes or correct errors
    - iv. To beef up language for statute enforcement
    - v. To improve budget, appropriation control and revenue estimation processes and/or to address specific, identified problems with those processes
    - vi. Refer for additional research and study in the next biennium
  - b. Propose statutory changes resulting from the study that address the study findings
2. What is the project scope?
  - a. Budget and appropriation control laws
    - i. 17-7-xxx
    - ii. Other statutes, budget and appropriation related, identified by legal research, OBPP input, team input
  - b. Post RTIC revenue estimating
  - c. Statutes specific to analysts' assignments that impact the budget and appropriations processes
3. What is the possible impact/outcome of this project?
  - a. Housekeeping/technical bill – clean up irrelevant language
  - b. Low risk/non-controversial budget policy changes
  - c. Substantive budget and appropriation policy changes

4. How will the project work be done?
  - a. Pam, Lois, and Roger are assigned to this project
  - b. All LFD staff will be tapped to provide input via staff survey
  - c. Legislative Services/legal assistance would be invaluable to:
    - i. Help identify statutes for statute inventory (by Jan 20)
    - ii. Review proposed changes (March-April 2008)
    - iii. Provide ongoing legal guidance/assistance/interpretation
    - iv. Draft bills requested by the LFC resulting from the study (Summer 2008)
  - d. Invite OBPP participation
  - e. Compile inventory of all budget and appropriation statutes
  - f. Review inventoried statutes, identify issues, and propose statutory changes
  
5. How long will this project take? What are the project milestones?
  - a. Obtain Legislative Services Division scope of involvement by November 20, 2007.
  - b. Dec 2007 – Meet with LFC workgroup, review work plan
  - c. Complete statute inventory by January 20, 2008
  - d. Late Feb 2008 – Mail out for March 2008 LFC meeting – Study status report to LFC
  - e. Mid-March 2008 – Analysis completed, draft preliminary recommendations and submit to legal review
  - f. Mid-April 2008 – Legal review completed
  - g. Late April 2008 – Meet with LFC oversight subcommittee
  - h. Late April 2008 – Discussions/negotiations with OBPP completed
  - i. Late May – Mail out for June 2008 LFC meeting – Final recommendations for statutory changes
  - j. Late August – Bill drafts from Leg Services, review for Oct 2008 LFC meeting
  - k. Late Sept 2008 – Mail out for Oct 2008 LFC meeting – Present bill drafts for LFC approval, sponsorship

6. Reports

- a. LFC reports
  - i. Study results/findings/recommendations – due for June 2008 meeting
  - ii. Bill drafts – due for Oct 2008 meeting
- b. LFC oversight subcommittee
  - i. Present/discuss work plan and discuss project scope in December 2007
  - ii. Report project status at March 2008 meeting
    - a) Final statute inventory
    - b) Preliminary study findings
    - c) Any other issues for which we need subcommittee guidance
  - iii. Anticipate a meeting will be needed in late April 2008 for subcommittee guidance
  - iv. Present final report at June 2008 meeting
- c. LFD management -- keep LFD management informed of study progress at least biweekly

<b>Tasks and Estimated Time Line</b>					
Month/day	Project Team	LFD Staff	Leg Services (Greg)	OBPP	Others
Nov 14	Commence statute inventory data collection				
Nov 19	Meet w/LFD mgmt to finalize project workplan				LFD mgmt – meet with project team to finalize workplan
Nov 20					LFD mgmt – meet with LSD to discuss legal services needed for the project
Nov 28	Meet w/LFC oversight subcommittee				LFC oversight subcmte – meet with project team to review and approve workplan
Dec 13	Distribute staff survey  Send “invitation to participate” letter to OBPP				
Dec 20	Project team completes inventory data collection.  Data from others due Jan 20.				
Jan 20	Collect staff surveys and responses from OBPP and Leg Services (legal)	Staff surveys due	Statute inventory items due	Statute inventory items due	
Jan 20-Mar 14	Analyze statutes, identify issues, develop preliminary recommendations				LFD mgmt – review study findings and recommendations, comment before submission to legal review

<b>Tasks and Estimated Time Line</b>					
Month/day	Project Team	LFD Staff	Leg Services (Greg)	OBPP	Others
Late Feb 2008	Prepare study status report to LFC oversight subcommittee				
Mar 17 – April 11 (4 weeks)			Legal review		
Late April	Meet with LFC oversight subcommittee				LFC oversight subcommittee meets with project team to hear preliminary findings and recommendations; provides guidance and feedback
April 30	OBPP negotiations completed			Last date for providing early comment or input to LFD	
May 1- 23	Prepare draft report to LFC oversight subcommittee				
June LFC meeting	Present report to LFC oversight subcommittee and full LFC				LFC decides which recommendations to accept or reject
June post LFC meeting	Submit bill draft requests to Leg Services		Begin bill draft work		
August 29	Begin review of bill drafts		Bill drafts due to LFD		
Late September	Report to LFC with bill drafts ready for mailout				
Oct 2008 LFC meeting	Present report to LFC				LFC approves bill drafts, selects bill sponsors

**Staff Survey**  
**DRAFT 11/15/07**  
**Distribute Dec 13, DUE January 20, 2008**

Using the Excel file [Statute Inventory](#) (S:\common\statute review project\statute inventory.xls), please identify current state law(s) that you encounter in the budget and appropriations process for your assigned agencies that:

1. Includes obsolete/outdated language
2. Includes unclear language
3. Conflicts with other state laws (cite both conflicting statutes)
4. Has not been enforced
5. Has been implemented/interpreted incorrectly
6. Contains errors
7. If amended, could address a specific issue/problem you've encountered

For each statute you include on the worksheet, please briefly describe the problem created by the current statute and include your recommendation for correcting the problem. There is a second page included on the worksheet in the likely event you need more room for your comments.

Please note on the worksheet (in the green columns) which of the statutory references, if amended, you would consider "housekeeping/technical changes", "low-risk or non-controversial changes", or "substantive budget and appropriation policy changes".